
YOSEMITE CONSERVANCY

JOB DESCRIPTION



YOSEMITE
CONSERVANCY

TITLE: Seasonal Warehouse Assistant
LOCATION: El Portal, CA
SUPERVISOR: Retail Operations Manager
TYPE OF POSITION: Seasonal, Full Time, Non-Exempt

SUMMARY

The Warehouse Coordinator is supervised by the Retail Operations Manager and is responsible for coordination of warehouse operations. The position is responsible for processing all web store, warehouse and wholesale invoices; answering the sales phone line; coordinating fulfillment of merchandise to sales stations and assisting with sale station deliveries; coordinating with Wholesale Coordinator on a customer management system; monitoring inventory levels; optimizing warehouse functions; maintaining office supplies for retail locations; implementing integrated pest management program; and vehicle fleet maintenance and equipment management.

JOB DUTIES AND RESPONSIBILITIES

Order Fulfillment:

- Processes all orders and invoices from web store
- Updates transfer orders in POS/Inventory Management system for delivery to stores
- Provides primary phone coverage for the sales line
- Processes phone inquiries and orders
- Coordinates wholesale order fulfillment with Retail & Wholesale Coordinator and Retail Accounting Coordinator

Wholesale:

- Works with Wholesale Program Coordinator on customer management and service to create a seamless and systematic approach to wholesale customer care.

Inventory Management:

- Receives merchandise delivered to warehouse locations
- Assists with preparation and administration of annual physical inventory
- Assists Inventory Manager with physical monitoring of inventory levels and storage capacities at both the NPS warehouse and El Portal office warehouse.
- Organizes inventory and maximizes storage capacity in all warehouse spaces.

Warehouse Management:

- Oversees and maintains cleanliness and organization of both NPS and El Portal office warehouses
- Maintains housekeeping schedule for both warehouses
- Implements an integrated pest management plan
- Responsible for monitoring and maintaining office supplies for store locations
- Fulfills supply requests from stores
- Maintains adequate levels of shipping supplies
- Orders supplies needed for the warehouse and retail department
- Maintains current certification to operate forklift

Web Store Management:

- Monitors web store inventory and ensures all active items are in stock with appropriate descriptions
- Monitors and updates shipping rates as necessary

Deliveries:

- Helps prepare all deliveries for transportation from warehouse locations to store locations.
- Updates delivery schedule as seasons, events and commitments dictate
- Coordinates with other departments for delivery needs
- Ensures secure transfer methods are exercised for delivery of cash remits from retail stations

Other Responsibilities: Other duties may be assigned by the Retail Operations Manager or Inventory Manager

JOB SPECIFICATION

Education and Experience:

- H.S. diploma required
- At least one year of related experience

Knowledge, Skills and Abilities:

- Commitment to the mission, values, goals, and success of the Yosemite Conservancy
- Interest in thinking out of the box about how to optimize warehouse functions
- Knowledge of and interest in Yosemite National Park preferred
- Excellent customer service skills
- Extensive knowledge of safe work practices
- Valid driver's license
- Strong computer skills including basic internet navigation and Microsoft Office Suite

Physical Requirements and Work Environment:

- Frequently walks on uneven ground while working off-site
- Frequently lifts, carries and positions objects weighing up to 50 pounds when moving supplies and inventory
- Typically stands, bends, stoops and crouches while working
- Regularly moves about the office and warehouses to coordinate work

TO APPLY:

Send cover letter and resume to KCoit@yosemite.org

Application deadline: March 16, 2020